

LEON COUNTY, FLORIDA TRAVEL REQUEST FORM

Attachment # 1
Page 1 of 2

Traveler's Name: Anthony M. Grippa Traveler's Title: Chairman
Department Name: Board of County Commissioners Division Name: _____
Destination: Panama City Beach, Florida
Purpose of Trip: To attend the Greater Tallahassee Chamber of Commerce 2003 Community Conference

Departure Date: 11-Jul-03 Time: 9:00 a.m.
Return Date: 13-Jul-03 Time: 3:00 p.m.

ITEM	ESTIMATED EXPENSES
Lodging (129.00 x 2 nights)	\$258.00
Meal Allowance for Meals NOT Included in Registration Fee (attach agenda):	
Breakfast \$3	\$
Lunch \$6	\$
Dinner \$12	\$
Per Diem in Lieu of Actual Expense(s) for Meals and Lodging at \$12.50 Per Quarter of each Day	\$
Common Carrier (e.g, Air, Plane, Bus)	\$
Rental Car - rental fee	\$
Fuel for Rental or County Owned Vehicle	\$
Use of Personal Vehicle:	
No. of miles per official DOT mileage map (attach documentation if calculated by other than DOT map)	(98 x 2) 196
Travel miles times \$.29 per mile	\$56.84
Est. # of Vicinity Miles: (Allowable for official business, but must be requested separately)	
Vicinity miles times \$.29 per mile	\$
Registration (early registration)	\$250.00
Miscellaneous Expenses:	
Limousine/Taxi Fares	\$
Public Transportation	\$
Parking	\$
Communications -- (only calls/faxes for county related business may be reimbursed)	\$
Other Miscellaneous Allowed by Policy	\$
TOTAL ESTIMATED EXPENSES	\$564.84

→ P-Card Transaction

→ (No gas on P-Card)

→ P-Card Transaction